



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

ELEVATOR SAFETY BOARD

Ottawa Building, Upper Level, Conference Room# 3
611 West Ottawa Street
Lansing, Michigan 48933

APPROVED 03/21/2017

MINUTES

December 2, 2016
9:30 a.m.

MEMBERS PRESENT

Mr. David Kuras, Chair
Mr. Doug Datema
Ms. Terri Flint
Ms. U. Renee Hall
Mr. Brett Karl
Mr. Mike Nelson
Mr. Michael Vandervennet
Mr. John A. Vitale
Mr. Mark Pawlowski

MEMBERS ABSENT

Mr. Mark Smith

DEPARTMENT PERSONNEL ATTENDING

Mr. Keith Lambert, Director, BCC
Ms. Alesha Gensler, Deputy Director, BCC
Ms. Lakisha Thomas, Assistant, Administrative Services Division, BCC
Mr. Scott Patterson, IT Analyst, Information Technology Services, BCC
Ms. Hillary Cushman, Analyst, Administrative Services Division, BCC

OTHERS IN ATTENDANCE

Mr. Matt Wright, TK
Mr. Russel Peabody, the Peabody Group, DBI

1. **CALL TO ORDER AND DETERMINATION OF QUORUM**

Chairperson Kuras called the meeting to order at approximately 9:30 a.m. A quorum was determined present at that time.

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2. **NOMINATION AND ELECTION OF VICE-CHAIR**

A **MOTION** was made by board member Flint and **SECONDED BY** board member Hall to nominate board member Vandervennett as vice-chair for the board. **MOTION CARRIED.**

3. **APPROVAL OF AGENDA**

A **MOTION** was made by board member Flint and **SECONDED BY** board member Vitale to approve the agenda. **MOTION CARRIED.**

4. **APPROVAL OF MINUTES**

A **MOTION** was made by board member Flint and **SECONDED BY** board member Hall to accept the correction of BDI to DBI for the July 22, 2016, board meeting. **MOTION CARRIED.**

5. **PUBLIC COMMENT**

David Flint, questioned why the division has not put forth the new Senate Bill. Mr. Flint stated he would like to hear the opinion of the Senate. Mr. Flint feels that with these changes, there are more charges and would like to know who will inform owners. Mr. Flint stated there should be more communication.

6. **REVIEW OF VARIANCE REQUESTS**

a. **DBI Building, 912 E. Michigan Ave., Lansing Michigan, 48912**

Following discussion between the board and the applicant, a **MOTION** was made by board member Vitale and **SECONDED BY** board member Datema to grant a variance of 3'6" to install a 28'6" lula in the building with proper signage in the pit and in the overhead. **MOTION CARRIED.**

b. **Andrews University**

Following discussion by the board, a **MOTION** was made by board member Flint and **SECONDED BY** board member Hall for members to submit questions to chairman Kuras who will forward the questions to the division to discuss the matter properly and get a resolution at the next meeting. **MOTION CARRIED.**

c. **McFarland Home, 700 E. Kearsley St., Flint Michigan, 48503**

Following discussion between the board and the applicant, a **MOTION** was made by board member Hall and **SECONDED BY** board member Datema to deny the request to de-rate the elevator from 3,000 pounds to 2,500 pounds. **MOTION CARRIED.**

d. **GM Tech Center**

Following discussion between the board and the applicant, a **MOTION** was made by board member Flint and **SECONDED BY** board member Vitale to table the variance request until more information is provided to the board at the next meeting. The applicant is to provide the board with pictures of the area concerning disconnecting means with no opportunity to mount a fused disconnect lockable circuit breaker, documentation regarding the type of disconnecting means, information from the applicants engineering department stating they were unable to locate any other heavy duty lockout means that would fit within the area, along with any other information that would help the board assess the request. **MOTION CARRIED.**

7. **UNFINISHED BUSINESS**

None

8. **NEW BUSINESS**

Mr. Lambert acknowledged that November 13-19, 2016 was elevator safety awareness week.

9. **BUREAU DIRECTOR'S REPORT**

Mr. Lambert welcomed Mr. Pawlowski as a new board member and thanked Mr. Purdie for his years of service. Additionally, Mr. Lambert reported on the following:

The bureau underwent a reorganization in early August. Licensing & Complaints and Administrative Services are two newly created divisions. Licensing & Complaints will handle all licensing for the bureau and focus on enforcement action for complaints. Administrative Services will handle all board/commission meetings as well as the bureau's budget and all internal services.

Renewal notices are sent out 60 days prior to a license expiring. Customers will also receive a notice via email if customers have an established email address with the bureau. Reports from November show 51 contractors and 110 journeyman renewed online through Accela.

E-Plan Check is a program through Accela that now allows customers to submit plans electronically.

The bureau has set a date of February 14, 2017, for elevator permits and inspections to convert to Accela.

PSI is conducting exams 6 days a week and in 5 different locations throughout the state.

A brief update on the Skills Trade Act was provided.

FOIA requests will now be processed at the department level.

The department will continue to process list requests, however they will no longer be available free of charge.

10. **ACCELA DEMONSTRATION**

Mr. Scott Patterson presented a step by step demonstration on how to register for an account and how applicants are able to renew licenses through the online Accela system. This system allows customers to have the convenience of submitting permits with plans and paying for them online.

11. **2017 MEETING DATES**

1/10, 3/21, 7/18, 9/19, 12/19 (9:30 a.m., 611 West Ottawa Street, Upper Level Conference Room #2)

12. **ADJOURNMENT**

A **MOTION** was made by board member Vandervennet and seconded by board member Vitale to adjourn the meeting at approximately 11:39 am. **MOTION CARRIED.**